



Application in Progress (App in Progress)

App in Progress is used so that a family and participant can be created and added to WISPr when not physically present and proof of address, identity, pregnancy and/or demographic information is not available.


NOTE: Participant will remain in “App” status as long as “App in Progress” is designated as a proof.

Create a New Family

- ❖ Go to: Create a New Family screen
 - Select: App in Progress in proof of address drop-down

Physical Address:

| | | | | | |
|--------------------------|----------------|--------------------|--------------------|---------------|----------------------------|
| Street:* 7562 Zero St | Zip:* 83607 | City:* Caldwell | County:* Canyon | State:* ID | Proof:* App in Progress |
|--------------------------|----------------|--------------------|--------------------|---------------|----------------------------|



Add a Participant

- ❖ Go to: Add a Participant screen
 - Check: App in Progress box if demographic information is not available (a)
 - Select: App in Progress in proof of identity drop-down (b)
 - Select: No in physically present drop-down (c)
 - Select: App in Progress in reason for participant absence drop-down (d)

Demographic Information: ☒ App in Progress **a**

Ethnicity:
☐ Hispanic
☐ Non-Hispanic

Race:
☐ White
☐ Asian
☐ Black or African American
☐ American Indian or Alaskan Native
☐ Native Hawaiian or Other Pacific Islander

Language:
English

WIC Category Information:

Initial Contact Date:*
07/30/2020

Application Date:*
07/30/2020

Proof of Identity:* **b**
App in Progress

Physically present?* **c**
No


Reason for participant absence: **d**
App in Progress




Certify Participant


❖ When participant is present, and ready for certification

- Click: Run Certification Check 
- Update: All items that are currently listed as app in progress or missing

Eligibility 


Category: Child

DOB: 1/1/2018
Age: 2 y 6 m
Proof: App in Progress, please update.
Physical Presence: N
App in Progress, please update.


Race is missing, please update.
Ethnicity is missing, please update.


Initial Contact Date: 07/30/2020

Income: Household Size: 4
Monthly Amount: \$1500.00
Proof: Check Stubs

Residency: 7562 Zero St
Caldwell, ID 83607
Proof: App in Progress, please update




IDAHO DEPARTMENT OF
HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH



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